

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Assistant Golf Course Superintendent	<b>Job Family:</b> 4
<b>General Classification:</b> Professional	<b>Job Grade:</b> 20

**Definition:** Under direction of the Golf Course Superintendent, plans, schedules, coordinates, supervises and participates in the work of the golf course maintenance crew; and performs other related work as required.

**Distinguishing Characteristics:** This classification is a working supervisor with responsibility for scheduling and coordinating routine golf course maintenance as well as assigned special projects. The Assistant Golf Course Superintendent assigns staff and resources to projects and provides training and first-line supervision of subordinate positions. The Assistant Golf Course Superintendent is distinguished from the Golf Course Superintendent in that the former actively participates in the daily golf course maintenance activities while the latter has full administrative, budgetary and oversight responsibilities related to all golf course maintenance operations.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plans and schedules work programs, projects and assignments; supervises and participates in daily maintenance of golf course; supervises daily setup of hole location and tee marker placement, mowing operations, bunker maintenance, course fertilization, pesticide applications and irrigation operations, including preventive maintenance tasks related to the irrigation pump station.
2. Coordinates, directs and controls crew activities while in the field; supervises and evaluates the performance of workers; maintains discipline and productivity of crew.
3. Inspects all components of the golf course to ensure compliance with established maintenance standards; identifies plant pathogens and other pests; and provides recommendations to the Golf Course Superintendent regarding methods for control.
4. Oversees daily irrigation schedules, utilizing field satellite controllers and computerized central control.
5. Schedules and directs the maintenance and installation/repair of irrigation systems, including field satellites, valves and heads; supervises and participates in irrigation troubleshooting and repair.

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6. Assists in planning and scheduling the maintenance of greens, tees and fairways.
7. Assists in planning and preparing short- and long-term maintenance and construction schedules.
8. Develops and coordinates skill and safety training programs and trains crew members in all aspects of job performance and safety procedures.
9. Ensures the safety of crew members, equipment and the golfing public at work sites on the golf course.
10. Performs sophisticated turf renovation work on greens, tees and fairways.
11. Operates golf course maintenance/construction equipment such as mowers, trenchers, backhoes, tractors, aerators and topdressers; operates pesticide and fertilizer application equipment.
12. Supervises and directs maintenance programs for equipment and tools.
13. Estimates, selects and orders supplies, materials and parts.
14. Maintains logs, work orders and records of work performed and materials used; prepares reports on projects, activities or issues as assigned.
15. Assists Golf Course Superintendent in developing budget estimates by developing time and materials estimates and recommending operational changes and/or equipment purchases.
16. May act for the Golf Course Superintendent in the absence of such person.
17. May be called on during off-duty hours to assist with maintenance/repair emergencies at the course.
18. Any other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Techniques, equipment and materials used in the maintenance, renovation and development of turfgrasses; cultural practices for maintaining golf course turf; characteristics and proper use of fertilizers and soil conditioners; proper procedures for safely handling and applying toxic materials such as fertilizers and pesticides; techniques, equipment and materials used in the installation

and repair of sophisticated irrigation systems; principles and practices of supervision; rules and etiquette of the game of golf; irrigation system operation (including computerized central control and scheduling, field satellites and preventive maintenance for pump station facilities); drainage control and installation methods; irrigation water management and conservation strategies for the golf course; techniques of planting, cultivating, pruning and caring for plants, shrubs and trees; and safety techniques used when performing golf course maintenance.

Ability to: Effectively and safely operate tools and small equipment used in turfgrass maintenance; effectively and safely operate golf course maintenance equipment; perform maintenance and repair on tools and equipment; supervise, coordinate, assign, direct and review the work of others; effectively train others in safety and technical procedures; operate, troubleshoot and perform routine maintenance on irrigation systems and golf course maintenance equipment; safely work with pesticides and fertilizers; communicate effectively, both orally and in writing; understand and follow written and oral instructions; establish and maintain effective working relationships with others; operate a variety of golf course vehicles; physical ability to perform work which involves frequent bending, pulling, pushing, lifting and carrying of weights up to 50 pounds.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to the completion of the 12th grade plus four years of experience in golf course maintenance including two years as a supervisor, **or** two years of experience (including some supervisory experience) in golf course maintenance, plus certification from an accredited program in agronomy, horticulture or a related field.

**Required Licenses or Certificates:** Possession of or ability to attain a valid California driver's license (DMV printout may be requested); and possession of and/or the ability to obtain within six months of appointment and continuously maintain a Pest Control Advisor's License or a California Qualified Applicator's Certificate.

**Working Conditions:** Must be able to bend, push, pull, lift and carry up to 50 pounds. Preemployment and periodic respiratory examinations may be required for this classification. Must wear a uniform.

Established February 17, 2000

Revised July 26, 2000

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